

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, November 4, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Shelby Miller, Administrative Services Coordinator.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None were heard.

Motion by Duchac to approve the minutes of the October 21, 2014 regular and closed session meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling to approve the minutes. Motion carried.

Eske and Miller explained a request to allow donation of sick time to an employee of the Human Services and Health Department who has a serious health condition. Miller explained that this employee has been working as much as possible throughout her treatment; but she will be exhausting her own paid time in the very near future.

Motion by Greshay to approve the request for donations of sick time for a six (6) month period, under the established guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Rains distributed the revised draft of the Payroll Deduction Policy. Rains read the revised language changes. Rains informed the Committee that the Finance Committee has already approved these changes.

Motion by Duchac to approve the policy as written with an effective date of November 4, 2014. Second by Frohling. Motion carried.

Eske presented an update on the Kronos Project and answered questions from the Committee members.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

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Motion by Greshay to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

One (1) Child Support Aide LTE - F.T., Child Support Department

One (1) Customer Service & Support Specialist - F.T., Human Services & Health Department

One (1) Traffic Patrol Officer – F.T., Sheriff's Department – Patrol Division

One (1) Security Officer - P.T., 20+ hrs/wk, Sheriff's Department – Security Division

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

Motion by Greshay to approve the Salary, Wage, and Status changes as presented. Second by Duchac. Motion carried.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Melissa J. Evans, Social Worker-I Long Term Support-Adults, Human Services & Health Department at \$20.51, Pay Grade DC06, Step ST01 effective 10-27-14; Megan A. Tobian, Customer Service/Support Specialist, Human Services & Health Department at \$12.81, Pay Grade DC02, Step ST01 effective 11-05-14. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Nathaniel D. Hein, Correctional Officer-Relief, Sheriff's Department – Jail Division at \$18.81, Pay Grade DC04, Step ST05 effective 10-07-14; Kevin M. Kuehl, Correctional Officer-Relief, Sheriff's Department - Jail Division at \$18.81, Pay Grade DC04, Step ST05 effective 10-23-14; Ryan A. Meyer, Correctional Officer-Relief, Sheriff's Department – Jail Division at \$18.34, Pay Grade DC04, Step ST04 effective 10-07-14; Aimee S. Pitzlin, Correctional Officer-Relief, Sheriff's Department – Jail Division at \$18.34, Pay Grade DC04, Step ST04 effective 10-07-14; Matthew L. Regan, Correctional Officer-Relief, Sheriff's Department – Jail Division at \$18.81, Pay Grade DC04, Step ST05 effective 10-07-14. STEP INCREASE: Sara J. Haag, Deputy Clerk of Courts, Clerk of Courts Department at \$17.14, Pay Grade DC04, Step ST02 effective 12-09-14; Sandra L. Evraets, Human Services Supervisor-Fiscal and Support Services, Human Services & Health Department at \$29.29, Pay Grade DC09, Step ST05 effective 11-01-14; Paul R. Cupery, Maintenance Mechanic, Physical Facilities Department at \$20.71, Pay Grade DC05, Step ST05 effective 10-23-14; Daniel W. Zank, Maintenance Mechanic, Physical Facilities Department at \$19.12, Pay Grade DC05, Step ST02 effective 10-17-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:


- a) Disciplinary Actions: Nothing to report.
- b) Grievances and Arbitrations: Rains informed the Committee that the mediator has given available dates for the mediation session with the Sworn Union as December 18, 2014 and January 7, 2015.


Future Agenda Items: Rains informed the Committee that the Highway Commissioner will attend the next meeting to discuss the hiring rate for Utility II/Truck Drivers.

Future Meeting Dates and Times

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **November 18, 2014 and December 2, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:05 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.